

**UNITED DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice NAP-26**

**For:** State and County Offices

**Using the New CCC-455, Loss Adjuster Service Agreement**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Purpose**

This notice:

- reminds State Offices that FCIC-448 expired April 1, 1999
- announces CCC-455, for use beginning 1999
- advises of increase of pay rate from \$12.00 to \$13.50
- advises that the mileage rate for adjusters has decreased from 32.5 cents to 31.0 cents, effective April 1, 1999
- advises that loss adjusters may be used to inspect for "CLDAP" by using voucher inspection type "DIS" until further notice.

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**2 Expiration of FCIC-448**

**A**

**Expiration of  
1998 Contract**

FCIC-448 signed for the 1998 crop expired on April 1, 1999. FCIC-448 is no longer used to obtain the services of loss adjusters. FCIC-448's signed for prior crop years are still active for work related to that particular year.

**Example:** FCIC-448 signed for 1998, 1997, etc., authorized the adjuster to render services for the crops grown in those years.

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Disposal Date	Distribution
October 1, 1999	State Offices; State Offices relay to County Offices; RMA

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### 3 Using CCC-455

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#### A

##### The Agreement

The use of CCC-455 commences 1999. CCC-455 is effective for the year for which it is signed, and consists of the following:

- terms of the Agreement (pages 1 through 4)
- CCC-455 (Appendix I), Code of Federal Regulations, 41 CFR Part 60, Obligations of Contractors and Subcontractors
- CCC-455 (Appendix II), Loss Adjuster Service Agreement Payment of Compensation
- CCC-455 (Appendix III), Adjuster Farming Relatives and Other Affiliations
- CCC-455 (Appendix IV), SF-1199A.

**Note: CCC-455 is available on the BBS Forms Library.**

SED is the authorized person for CCC responsible for:

- managing the Loss Adjuster Service Agreement
- training, certification, and work assignments of adjusters
- spot checks.

SED may delegate responsibilities.

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#### B

##### Pay Rate Change

The hourly rate of pay for certified adjusters increased from \$12.00 to \$13.50. The change is effective May 15, 1999, for any work performed on or after that date until further notice.

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#### C

##### Forms to Manage Agreement

The following forms remain in effect to manage the Loss Adjuster Service Agreement:

- FSA-454
- FSA-454A
- FSA-454B
- FSA-454C.

These current forms remain effective until updated in 2-NAP.

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## Notice NAP-26

### 4 Training and Certification

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#### A

##### Initial Training

New adjusters must have a minimum of 32 hours of Phase I training consisting of:

- general provisions and policy for the program(s)
- loss forms, service functions, forms completion, and documentation of facts
- Loss Adjustment Manual and crop handbook training
- verification, acreage, production-to-count documentation
- verification of entities and shares
- requirements of Title VI of the 1964 Civil Rights Act.

Phase II Training must include at least 24 hours of actual field experience.

**The adjuster is fully certified after receiving required training in at least 1 crop.**

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#### B

##### Update Training

Eight hours of Update Training for experienced adjusters is required annually. Update Training must take place before assignment of work for the new crop year after Agreement is signed.

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### 5 POV Rate Change

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#### A

##### Travel Rate Decreases for POV's

The rate for POV decreased from 32.5 cents to 31.0 cents effective April 1, 1999.

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### 6 Loss Adjusters May Adjust for CLDAP

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#### A

##### Code "DIS"

"DIS" has been re-added to the voucher inspection types to allow for the compensation of loss adjusters for work done for "CLDAP". The "DIS" inspection type is a temporary fix.

**Note:** The program code "CLDAP" will properly identify disaster inspections at a later date.

County Offices shall use the "DIS" inspection type until further notice.

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## 7 Report for Funds Spent for CLDAP

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### A

#### **Total Amount Used for "CLDAP"**

County Offices shall research the Voucher Data Load Report for each adjuster to determine the voucher payment amount made for "CLDAP" since February 1999. This report is needed to transfer the amount of disaster expenses to the correct program account.

**Note:** The program code "CLDAP" will properly identify disaster inspections at a later date.

The inspection type "DIS", which is on the Voucher Data Load Report, item 13, shall identify funds used for "CLDAP". County Offices shall keep a running tally of prior and future uses of the "DIS" inspection code on a register. The register shall display:

- adjuster's name
- claim number
- voucher number
- total travel expense
- total hourly compensation.

County and State Offices shall submit a report of voucher payments made using the DIS inspection code when requested by PECD.

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